



# **North Eastern Regional Institute of Science & Technology**

Deemed to be University  
Nirjuli :: Arunachal Pradesh :: 791109

## **(Office of Hostel Management Council)**

NIQ No: 2/2023 dated 04/07/2023

1	Last date of Receipt of Tender Paper	11/07/2023 by 12.30 p.m. at Office of HMC, NERIST, Nirjuli, A.P.
2	Date opening of Tender	11/07/2023 at 4.00 p.m. at Conference Room of T & P cell.

## Tender/Quotation Paper



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#### **(Office of Hostel Management Council)**

**No.HMC/NIQ/Veg/Etc./2017/345**

**Dated 04/07/2023**

#### **NOTICE INVITING QUOTATION**

**NIQ No : 2/2023**

Sealed quotations are invited from reputed firms for supplying of vegetables, chicken, fish and food catering in Hostels for a period of 3 Years. Those who have five years of experience in Govt. organization/Public Sector Undertaking/Autonomous Bodies/Education Institution of repute may submit their bid. The agencies/person who are confident of fulfilling the terms and conditions mentioned herein only may quote their rate/bid. Lowest bidder will be selected for supplying of vegetables/chicken/fish and food catering in Hostels.

#### **Important points to note:**

1	Cost of tender paper	Rs. 1500/- (Non-refundable)
2	Period of collecting Tender Paper	04/07/2023 to 07/07/2023 from Office of Hostel Management Council (HMC), NERIST from 10.30 a.m. to 12.30 pm and from 2pm to 5.30 pm.
3	Last date of submission of duly filled (sealed quotation)	11/07/2023 by 12.30 p.m. at Office of HMC, NERIST, Nirjuli, A.P. duly filled (sealed quotation) should be submitted and dropped into the Tender box kept in HMC office
4	Date & Time of opening of Tender	11/07/2023 at 4.00 p.m in the conference room of T & P cell
5	(i) Security Deposit for supply of vegetables, Chicken/fish	Rs.50,000/- in form of DD in favour of Chairman,HMC payable at SBI NERIST Branch (Code No. 18744) to be enclosed with the Quotation separately
	(ii) Security Deposit for food catering service	Rs.1,00,000/- in form of in favour of Chairman,HMC, payable at SBI NERIST Branch (Code No. 18744) to be enclosed with the Quotation separately

The tender paper may be obtained from the Office of HMC by paying Rs. 1500/= (non-refundable) in the form of demand draft/pay order drawn from State Bank of India in favour of Chairman (HMC), payable at NERIST Branch (**Code No. 18744**).The Tender document can also be downloaded from the website. In case Tender document is downloaded from the website the bidder should attach the aforesaid draft for Rs. 1500/ the Tender paper, while submitting the same.

Sd/-  
Chairman,HMC  
NERIST,Nirjuli

## (I). IMPORTANT INSTRUCTIONS TO TENDERERS

- (a) The following documents are required to be enclosed along with the quotation for **vegetables** failing which it will lead to rejection of their quotation
- (i) Proof of minimum of Five years' experience in supplying vegetables/perishable items to Govt. organization/Autonomous Bodies/Educational Institution.
  - (ii) Latest Bank Solvency Certificate obtained from any Nationalized Bank.
  - (iii) Photo copy of Trading licence.
  - (iv) Photocopy of PAN Card issued by Income Tax Department.
  - (v) GST Registration Certificate along with GSTR-3B.
  - (vi) Income tax return
  - (vii) Balance sheet for the last three (3) years
  - (viii) food Licence (Fssai)
  - (ix) Good character and antecedent certificate from police department.
- (b) The following documents are required to be enclosed along with the quotation for **chicken/fish** failing which it will lead to rejection of their quotation
- (i) Proof of minimum of Five years' experience in supplying chicken/fish to Govt. organization/Autonomous Bodies/Educational Institution.
  - (ii) Latest Bank Solvency Certificate obtained from any Nationalized Bank.
  - (iii) Photo copy of Trading licence.
  - (iv) Photocopy of PAN Card.
  - (v) GST Certificate
  - (vi) Balance sheet for the last three (3) years
  - (vii) Poultry Firm certificate.
  - (viii) Good character and antecedent certificate from police department.
- (c) The following documents are required to be enclosed along with the quotation for **Food Caterer** failing which it will lead to rejection of their quotation
- (i) Proof of minimum of Five years' experience in food catering service to Govt. organization/Educational Institution.
  - (ii) Latest Bank Solvency Certificate obtained from any Nationalized Bank.
  - (iii) Photo copy of Trading licence.
  - (iv) Photocopy of PAN Card issued by Income Tax Department.
  - (v) GST Registration Certificate along with GSTR-3B.
  - (vi) Income tax return
  - (vii) Balance sheet for the last three (3) years
  - (viii) food Licence (Fssai)
  - (ix) food Training licence
  - (x) non-conviction certificate from judicial magistrate.
  - (xi) Good character and antecedent certificate from police department.
- (d) Quotation (s) are required to be duly sealed (with Wax) and to be submitted to the **“The Chairman (HMC), NERIST, PO&PS: Nirjuli, Dist: Papum Pare, Arunachal Pradesh Pin-791109”** duly completed in all respect within the date and time mentioned in the NIQ and Terms and conditions as stated below. The bidders are required to submit their quotation(s) for the mentioned work in the separate envelopes clearly super scribing such as “Vegetable, Chicken/fish;Food Caterer “ on the **Envelope-I, II & III etc** separately as the case may be along with the name of quotation and each Enveloped should be enclosed with Sub-Envelopes consists of Technical bids(A) and Price bids(B) separately.

**Sub-Envelope-A (Technical Bids)** shall be opened first, which would decide the capability and eligibility of the bidders in accordance with the criteria laid down in the NIQ. The price bid of those bidders will not be opened who does not fulfil the required documents of the Technical bid.

**Sub-Envelope-B (Price Bids)** shall be opened only of those quotation(s) who have qualified the Sub-Envelope-A(Technical Bids).

(e) Security Deposit of amount as mentioned above is to be enclosed with the Quotation, which is mandatory. The Security Deposit will be refunded to the non-selected bidders on the next working day. The Security Deposit amount is to be drawn in the form of demand draft/pay order/Banker's Cheque from SBI in favour of Chairman,HMC(Hostel),HMC payable at NERIST **Branch (Code No. 18744)**.

## (II) TERMS AND CONDITIONS OF NIQ

### [1] Vegetables Supply

1. Supply of vegetables in the hostels will be on monthly rotation basis. This may be revised or altered subject to condition of shifting of new hostels.
2. The base price for vegetables will be fixed every month by a market survey committee consisting of a warden, a caretaker/Mess manager, Mess secretary/student representative and one supplier or his/her representative. The committee will survey from local markets of Nirjuli/Banderdewa/harmoti for the vegetables, Doimukh and Naharlagun on first week(Saturday/Sunday) of every month (Will be notified in due time) supply of vegetable items is to be made by 26<sup>th</sup> July,2023.
3. The minimum enhancement on % basis over the base price will be approved and other two lowest quoted bidders will have to supply at par with the 1<sup>st</sup> lowest bidder. Any of them, who do not want to supply at par with the lowest bidder will be forfeited. The same will be given to 1<sup>st</sup> lowest bidder.
4. Once rate is fixed/approved for the particular month shall not be changed under any circumstances and no representation will be entertained in this regard.
6. Approved suppliers have to follow the terms & condition strictly. Necessary modification, if required will be done from time to time.
7. Vegetables should be supplied at hostels un-interrupted thrice in a week i.e on Sunday, Wednesday and Friday as per vegetables at the time of receipt.
8. The Mess Secretary/Mess manager-cum-caretaker/warden will receive, verify the quantity and quality of the vegetables at the time of receipt.
9. Rotation of suppliers will be done in the hostels by Chairman(HMC)/Chief Warden in every semester.
10. Payment will not be made against excess supply
11. Payment will be made after completion of one month's supply which will be made by 14<sup>th</sup> of every month. The payment will be made through cheque only, no cash transaction will be entertained. However, in case of the supplier is discontinuing supply at his own and without prior information; the accrued amount of the vegetables supplied shall be forfeited by the office of Hostel Management Council.
12. The supplier have to submit the bank details(Account No. name of bank,IFSC code and bank address) in a stamp paper signed by notary officer with notary certificate.
13. The Chairman(HMC) has the right to discontinue supply order at any time, if the service of any supplier is found unsatisfactory.

### [2] Chicken/Fish Supply

1. The rate(s) of chicken & fish should be quoted in Rupees per kg and the quoted rate(s) will be valid for 6 months. However, after expiry of 6-month time, the rate may be revised or altered depending upon the prevailing market rates.
2. After 6 months, for the enhancement of rate(s) the committee will survey from local markets of Nirjuli/Banderdewa/harmoti, Doimukh and Naharlagun.
3. The minimum enhancement on % basis over the base price will be approved. The lowest bidder will be selected.
4. Once rate is fixed/approved for the particular period of time shall not be changed under any circumstances and no representation will be entertained in this regard.
6. Approved suppliers have to follow the terms & condition strictly. Necessary modification, if required will be done from time to time.
7. Chicken & Fish should be supplied at hostels un-interrupted twice/thrice as per menu of the hostels in a week.
8. The Mess Secretary/Mess manager-cum-caretaker/warden will verify the quantity and quality of the vegetables at the time of receipt.
9. Payment will not be made against excess supply
11. Payment will be made after completion of one month's supply which will be made by 14<sup>th</sup> of every month. The payment will be made through cheque only; no cash transaction will be entertained. However, in case of the supplier is discontinuing supply at his own and without prior information; the accrued amount of the chicken/fish supplied shall be forfeited by the office of Hostel Management Council.

12. The supplier have to submit the bank details (Account No. name of bank,IFSC code and bank address) in a stamp paper signed by notary officer with notary certificate.
13. The Chairman(HMC) has the right to discontinue supply order at any time, if the service of any supplier is found unsatisfactory.

**[3] Food Catering Service.**

1. The Rate(s) of meal per day should be properly quoted.The per day meal includes dinner, lunch, breakfast and afternoon tea. the quoted rate(s) will be valid for 12 months and will not change. However, after expiry of 12-month time, the rate may be revised depending upon the prevailing market rates in other univeristy/college.
2. The lowest quoted rate(s) of meals with clear cut indication of daily Menu will be considered.
3. Once rate is fixed/approved for the particular 12 months shall not be changed under any circumstances and no representation will be entertained in this regard.
4. Approved agency/caterer has to follow the terms & condition strictly. Necessary modification, if required will be done from time to time.
5. Good quality and hygienic diet/food should be provided at hostels.
6. The Dean(SA)/Chief Warden/Warden/caretaker/Mess secretary shall randomly conduct hostel visits for checking the quality of food. In case low quality & unhygienic food is found, out rightly the agency will be discontinued.
7. Payment will be made after completion of one month's catering which will be made by 14<sup>th</sup> of every month. The payment will be made through cheque only, no cash transaction will be entertained. However, in case of the caterer is discontinuing catering at his own and without prior information; the accrued amount of the fooding shall be forfeited by the office of Hostel Management Council.
8. The caterer has to submit the bank details (Account No. name of bank, IFSC code and bank address) in a stamp paper signed by notary officer with notary certificate.
9. The Chairman(HMC) has the right to discontinue catering order at any time, if the service of any supplier is found unsatisfactory.

Discretionary Power: In all the cases [A],[B] &[C] above, The Chairman(HMC) reserve the right accept or to reject any or all quotations without assigning any reasons thereof. In case of any dispute relating to interpretation; of any clause, the matter shall be referred to the Director, NERIST for his decision which will be final and binding to all parties.

Sd/-  
Chairman(HMC)  
NERIST,Nirjuli